

BRIARBEND COMMUNITY IMPROVEMENT ASSOCIATION

BOARD MEETING

November 9, 2021

President Report – Rene Garza

The meeting was called to order at 7:00 pm by President Rene Garza.

Members present: Rene Garza, Tom Ehardt, Leigh Adkins, Conor Shary, Peter Blomquist, Kathy Johnson

Members absent: Braden Spalding, Chad Roberts, Scott Summerville

Introduction of Visitors

Dianne and Les McDonald- Dianne has served as a block captain for a number of years and the McDonalds moved here in 1978. They want the board's input on an issue they have with a retail business located behind their house. Collector's Firearms has installed a fence topped with barbed wire behind their gun store. This fence affects three houses and the Texas Auto Direct store located at the corner of Westheimer and Stoney Brook. Clark Building 7676 LLC is the owner of Collector's Firearms and the property is owned by Clark Building. Peter will assist the McDonald's in trying to resolve this issue.

Flock Security Camera Presentation- Cori Cornwell. Flock partners with over 100 neighborhoods and several police departments. They provide a turnkey solution to help prevent and eliminate theft in neighborhoods. If Briarbend contracts with Flock, the company would place cameras at three entry points- Stoney Brook at Westheimer, on Woodway at the park, at the 4 way stop at Stoney Brook and Woodway. Flock uses smart cameras that can send a notification if the battery is draining and these cameras track more than license plates – the cameras are able to identify the vehicle make, color, and number of times a car has come into the neighborhood. The cameras can read paper plates, read at night and pick up any motion, i.e. bicycles, etc. Data is available for viewing for 30 days. Cost: \$2500/ year/camera with a set-up fee. \$8250 for first year for 3 cameras; \$7500 per year after that. Roosevelt, with our security company, is trained on the product and thinks it is a good product. The cameras are mounted on 11-foot poles; the installation time frame is running about 2

months from the time the contract is signed and installation begins. Flock has operated for 5 years; they are currently in 1400 cities and over 1000 police departments. Leigh made a motion to approve the cameras; Conor seconded. Motion approved. Leigh will initiate installation with Flock. Peter will look over the contract.

Roosevelt – we discussed park activity. The park is supposed to shut down at dusk. The board asked Roosevelt to have a patrol officer go by the park later in the evening on Friday and Saturday evenings and shine the flashlight around the park spotting anyone who may be there. Roosevelt will do this for a month to six weeks.

Vice President Report – Tom Ehardt

Directory- wants to circulate an electronic copy to several homeowners who have volunteered to proofread. Directory will go to printer soon. Looking for an underwriter.

Secretary Report – Kathy Johnson

Approval of Last Meeting Minutes- Tom motioned to approve; Rene seconded. Minutes approved.

Treasurer Report – Leigh Adkins

Budget Report- Trash was not as expensive as originally thought enabling us to stay about \$2500 under budget.

Collections of Delinquent Accounts- no delinquent accounts

IRS Reinstatement of Non-Profit Status- nothing new to report

Audit/Review Completed for 2020- Conor, Leigh, and Rene audited the books and everything is in perfect order.

Leigh motioned to approve the October financials; Peter seconded. Financials approved.

Communications / Website – Conor Shary- no report

Architectural Control Committee – Scott Summerville- no report

Legal – Peter Blomquist

Car in Driveway Letter- letter sent to homeowner regarding the car.

Leaning Tree Letter- Peter will send an email to the homeowners and follow up with a phone call.

Security – Chad Roberts

Crime Report- HPD publishes a lengthy crime report for specific areas and is available to anyone who would like to look at it.

Additional Security Patrols in Park on Friday and Saturday night- addressed above.

Social / Hospitality – Braden Spalding

Halloween Street Party Review

About 100 meals were served during the party. Many homeowners liked the earlier time for the party, which was 4:30-6:30 pm. \$3,000 was budgeted for the party and the expenses came in \$1.77 under the \$3k budget. All vendors have been paid with the exception of the food truck check and Braden's reimbursement. A thank you note and bottle of wine was delivered to both Jessica and the Deals on behalf of the board (Jessica for all her help with the party and to the Deals for the use of their house and for helping make the party a success).

Yard of the Month- will resume January 2022. We need to have one sign made and decide whether to have a prize based on our budget or should having the sign in the yard be an honor by itself?

Other Items

Briarbend Ladies Group one-time \$100 contribution- Nicole Durham wants to start a BB moms' group. Leigh made a motion to approve to give \$100 as a one-time donation to the group; Peter seconded. Motion approved.

Peter made a motion to adjourn. Tom seconded. Approved. Meeting adjourned at 8:35 pm.

January 11, 2022 is the date of the next meeting. Location TBD.

Briarbend Income & Expense Statement

1/1/2021 through 10/31/2021

11/1/2021

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Category	1/1/2021- 10/31/2021
INCOME	
2020 Dues	490.00
2021 Dues	67,130.00
2022 Dues	490.00
Fines	1,065.00
Interest	
Capital One Interest	64.11
Frost Bank Interest	66.54
TOTAL Interest	130.65
Refinance Fee	300.00
Transfer Fee	900.00
TOTAL INCOME	70,505.65
EXPENSES	
Occup, Rent, Utilities, Maintenance	
Briarbend Maintenance	
Auto Fuel	843.03
Auto Maintenance	2,331.18
TOTAL Briarbend Maintenance	3,174.21
Garbage Expense	28,800.40
Garbage Reimbursement	-8,220.00
TOTAL Occup, Rent, Utilities, Main...	23,754.61
Other Expense	
Administrative Expenses	21.21
Bank Charge	85.00
Signature Verification Fee	73.40
TOTAL Bank Charge	158.40
COMMUNITY SPIRIT	
Halloween Party	2,875.50
TOTAL COMMUNITY SPIRIT	2,875.50
Insurance	0.00
Security Vehicle Insurance	1,576.00
TOTAL Insurance	1,576.00
Meeting Expense	534.80
MISC	585.00
TOTAL Other Expense	5,750.91
Printing, Publication, Postage, Shipping	
Election Expenses	54.82
Postage	50.50
TOTAL Printing, Publication, Posta...	105.32
Professional Fees Independent Contr...	
Security	
8000 Woodway	-946.24
Charnwood	-11,709.30
Security Patrol	35,912.00
TOTAL Security	23,256.46
TOTAL Professional Fees Indepen...	23,256.46
Salaries, other compensations	
Treasurer Fee	2,000.00
TOTAL Salaries, other compensati...	2,000.00
TOTAL EXPENSES	54,867.30
OVERALL TOTAL	15,638.35

Briarbend Balance Sheet - As of 10/31/2021

Account	10/31/2021 Balance
Bank Accounts	
Capital One Money Mkt	76,254.78
Checking - Capital One	2,113.96
Frost Business Checking XX2743	105.54
Frost Checking XX1563	86.53
Frost Money Mkt XX0931	94,926.54
TOTAL Bank Accounts	173,487.35
Asset Accounts	
Accts Rec-City	5,754.00
Security Vehicle	9,500.00
TOTAL Asset Accounts	15,254.00
Liability Accounts	
Deferred Revenue - Next Year Dues	0.00
Restricted Funds - Briarbend Park	-6,147.32
TOTAL Liability Accounts	-6,147.32
OVERALL TOTAL	182,594.03

Briarbend

Frost Checking XX1563
11/1/2021

Reconciliation Summary

BANK STATEMENT -- CLEARED TRANSACTIONS:

Previous Balance:			4,927.81
Checks and Payments	12	Items	<u>-9,584.98</u>
Deposits and Other Credits	3	Items	7,077.20
Service Charge	0	Items	0.00
Interest Earned	0	Items	0.00
Ending Balance of Bank Statement:			<u>2,420.03</u>

YOUR RECORDS -- UNCLEARED TRANSACTIONS:

Cleared Balance:			2,420.03
Checks and Payments	4	Items	<u>-2,208.00</u>
Deposits and Other Credits	0	Items	0.00
Register Balance as of 10/29/2021:			212.03
Checks and Payments	4	Items	<u>-3,025.50</u>
Deposits and Other Credits	1	Item	2,900.00
Register Ending Balance:			<u>86.53</u>

Budget To Actual

1/1/2021 through 10/31/2021 Using 2021 Briarbend Budget

11/1/2021

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Category	1/1/2021 Actual	- Budget	10/31/2021 Difference
INCOME	70,505.65	68,778.34	1,727.31
2020 Dues	490.00	0.00	490.00
2021 Dues	67,130.00	67,130.00	0.00
2022 Dues	490.00	0.00	490.00
Fines	1,065.00	840.00	225.00
Interest	130.65	100.00	30.65
Capital One Interest	64.11	0.00	64.11
Frost Bank Interest	66.54	0.00	66.54
Refinance Fee	300.00	291.66	8.34
Transfer Fee	900.00	416.68	483.32
EXPENSES	54,867.30	55,709.97	842.67
Occup, Rent, Utilities, Maintenance	23,754.61	24,863.32	1,108.71
Briarbend Maintenance	3,174.21	2,250.00	-924.21
Auto Fuel	843.03	750.00	-93.03
Auto Maintenance	2,331.18	1,500.00	-831.18
Garbage Expense	28,800.40	30,833.32	2,032.92
Garbage Reimbursement	-8,220.00	-8,220.00	0.00
Other Expense	5,750.91	8,456.62	2,705.71
Administrative Expenses	21.21	83.32	62.11
Bank Charge	158.40	90.00	-68.40
Signature Verification Fee	73.40	0.00	-73.40
Other Bank Charge	85.00	0.00	-85.00
COMMUNITY SPIRIT	2,875.50	3,166.70	291.20
Halloween Party	2,875.50	2,000.00	-875.50
New Neighbor Gifts	0.00	166.70	166.70
Spring Party	0.00	1,000.00	1,000.00
Insurance	1,576.00	2,900.00	1,324.00
Security Vehicle Insurance	1,576.00	2,900.00	1,324.00
Meeting Expense	534.80	2,050.00	1,515.20
MISC	585.00	83.30	-501.70
Website	0.00	83.30	83.30
Printing, Publication, Postage, Shipping	105.32	390.00	284.68
Election Expenses	54.82	200.00	145.18
Newsletter	0.00	75.00	75.00
Postage	50.50	115.00	64.50
Other Postage	50.50	0.00	-50.50
Professional Fees Independent Contra...	23,256.46	20,000.03	-3,256.43
Professional Fees	0.00	416.70	416.70
Professional Fees-Legal Fees	0.00	416.70	416.70
Security	23,256.46	19,583.33	-3,673.13
8000 Woodway	-946.24	-720.00	226.24
Charwood	-11,709.30	-11,709.60	-0.30
Security Patrol	35,912.00	32,012.93	-3,899.07
Salaries, other compensations	2,000.00	2,000.00	0.00
Treasurer Fee	2,000.00	2,000.00	0.00
TRANSFERS	0.00	0.00	0.00
Net Difference:	15,638.35	13,068.37	2,569.98

Budget To Actual - 2021

1/1/2021 through 12/31/2021 Using 2021 Briarbend Budget

11/1/2021

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Category	1/1/2021 Actual	- Budget	12/31/2021 Difference
INCOME	70,505.65	69,100.00	1,405.65
2020 Dues	490.00	0.00	490.00
2021 Dues	67,130.00	67,130.00	0.00
2022 Dues	490.00	0.00	490.00
Fines	1,065.00	1,000.00	65.00
Interest	130.65	120.00	10.65
Capital One Interest	64.11	0.00	64.11
Frost Bank Interest	66.54	0.00	66.54
Refinance Fee	300.00	350.00	-50.00
Transfer Fee	900.00	500.00	400.00
EXPENSES	54,867.30	68,794.00	13,926.70
Occup, Rent, Utilities, Maintenance	23,754.61	29,836.00	6,081.39
Briarbend Maintenance	3,174.21	2,700.00	-474.21
Auto Fuel	843.03	900.00	56.97
Auto Maintenance	2,331.18	1,800.00	-531.18
Garbage Expense	28,800.40	37,000.00	8,199.60
Garbage Reimbursement	-8,220.00	-9,864.00	-1,644.00
Other Expense	5,750.91	11,858.00	6,107.09
Administrative Expenses	21.21	100.00	78.79
Bank Charge	158.40	108.00	-50.40
Signature Verification Fee	73.40	0.00	-73.40
Other Bank Charge	85.00	0.00	-85.00
COMMUNITY SPIRIT	2,875.50	3,950.00	1,074.50
Christmas Light Contest	0.00	250.00	250.00
Halloween Party	2,875.50	2,500.00	-375.50
New Neighbor Gifts	0.00	200.00	200.00
Spring Party	0.00	1,000.00	1,000.00
Insurance	1,576.00	5,300.00	3,724.00
General Liability Insurance	0.00	2,400.00	2,400.00
Security Vehicle Insurance	1,576.00	2,900.00	1,324.00
Meeting Expense	534.80	2,200.00	1,665.20
MISC	585.00	100.00	-485.00
Website	0.00	100.00	100.00
Printing, Publication, Postage, Shipping	105.32	700.00	594.68
Election Expenses	54.82	200.00	145.18
Newsletter	0.00	100.00	100.00
Postage	50.50	400.00	349.50
POST OFFICE BOX	0.00	182.00	182.00
Other Postage	50.50	0.00	-50.50
Professional Fees Independent Contra...	23,256.46	24,000.00	743.54
Professional Fees	0.00	500.00	500.00
Professional Fees-Legal Fees	0.00	500.00	500.00
Security	23,256.46	23,500.00	243.54
8000 Woodway	-946.24	-864.00	82.24
Charnwood	-11,709.30	-14,051.52	-2,342.22
Security Patrol	35,912.00	38,415.52	2,503.52
Salaries, other compensations	2,000.00	2,400.00	400.00
Treasurer Fee	2,000.00	2,400.00	400.00
TRANSFERS	0.00	0.00	0.00
Net Difference:	15,638.35	306.00	15,332.35